

WEST HANOVER TOWNSHIP AUTHORITY

MONTHLY MEETING MINUTES

February 3rd, 2021 at 6:30 pm

15 attendees including board, staff, solicitor and public

CALL TO ORDER: Mr. Fowler called the meeting to order at 6:32 pm

ROLL CALL: All board members present except Mr. Geppert

APPROVAL OF THE MINUTES:

- a. Monthly meeting minutes from January 6th, 2021

A motion to approve the minutes as presented was made by Mr. Steinmeier, seconded by Ms. Zimmerman. Motion passed.

BOARD COMMENT/ANNOUNCEMENTS:

Mr. Fowler mentioned the informational meeting originally discussed for February will be moved to March. We will discuss dates later based off other Township meetings. Mr. Fowler confirmed DEP has agreed to participate in the meeting. We are still waiting to hear back from Chesapeake Bay Foundation if they can participate.

Mr. Fowler advised the Act 20 letters have been mailed by Keystone to all delinquent accounts via certified mail. Notices only include the 10% late penalty. If they are not paid by February 28th, additional interest and fees will be applied. The 2021 master billing file was set to Keystone on Monday. Mr. Fowler reminded the 2021 Stormwater Fee provides for a 2% discount if paid on or before March 15th, a face amount period for 30 days from March 16th to April 15th, and a 10% penalty period after April 15th.

1. PUBLIC COMMENT:

Richard Enck – 7112 Hillside Road

Asked when the bills from Keystone were going out. Mr. Fowler responded they are scheduled to go out second or third week of February. Mr. Enck asked if the Allegra invoice for approval included postage. Alexis stated postage had to be prepaid since we were a new customer. The Township cut a check for about \$1200 for the postage (Alexis was out sick) so that will be on an invoice for Township reimbursement. The remaining balance is for the design, print, labor and tax of the postcards, there were 4,500 postcards sent out.

PRESENTATIONS, STAFF & BOARD REPORTS:

a. Administration

- i. Alexis – activity report for December / January. This gives us an idea of the issues and call / emails we are getting.
- ii. Status of 10% Penalty refunds – Mr. Fowler reminded these were for a few residents that erroneously received a letter from the Authority last summer that they would receive a revised bill and didn't, in turn they received a 10% penalty on their bill. Since it was at the fault of the Authority, we have agreed to refund the penalty amount. Alexis confirmed she has the list of residents; we were waiting on the delinquent list from Keystone. Checks should be cut in the next couple of days.

b. Public Works

- i. Approval of reimbursement to Township for \$8,145.49 for Crane

Mr. Fowler stated this crane will be purchased under the Co-Stars program. Mr. Shradley advised this is a truck mounted crane and will be used by public works for lifting the grates off inlets when cleaning them. This would save on them from having to bring the backhoe out. This will also be safer for the public works employees. We would recoup the cost because we won't get charged for the backhoe. Mr. Gossert commented it would also save on personnel. Mr. Stinnett stated since it is a Township vehicle, for insurance purposes, it should be owned by the entity that is insuring it. The Township will purchase it and it will be reimbursed by the Authority for the cost. Mr. Fowler stated this will make us much more efficient and Mr. Gossert agreed it's also easier for the Township so it's a win win. Public works reviewed different cranes and found this one to be the best fit for the needs of the Township and Authority. Ms. Zimmerman asked Mr. Gossert if the supervisors were aware. Mr. Gossert replied it was on the agenda for the next board meeting. Mr. Shradley made a motion to approve the reimbursement of the cost of the crane purchased by the Township. Seconded by Mr. Steinmeier. Motion passed.

c. Finance

- i. Monthly Financial Reports – The board will receive a financial report monthly. They would like the balance sheet, income statement and Keystone Collections statement. Alexis advised depending on how early in the month our meeting is, the Keystone statement may not be ready. Mr. Steinmeier asked if the statement shows interest, Alexis confirmed it is on the Mid Penn summary and income.

2. TREASURER'S REPORT

Mr. Shradley stated the Mid Penn Bank Balance as of 2/2/21 was \$482,867.97

a. Approval of Invoices Totaling \$9,449.07

- 1 Dauphin County Conservation District (Posters & MS4 Ad)- \$60.33
- 2 Keystone Collections - \$793.77
- 3 PA Media Group (1/6/21 Meeting notice Ad) - \$84.62
- 4 Allegra Printing (Postcard) - \$953.75
- 5 The Sun (12/16 special meeting notice) - \$34.65
- 6 HRG - \$3,774.14, \$3,398.01 (invoice 147659, missed at last meeting)
- 7 Capitol Computer Systems (Accounting Software) - \$349.80

Mr. Steinmeier made a motion to approve the invoices for payment, seconded by Mr. Shradley. Motion passed.

3. OLD BUSINESS:

Approval of a period beginning March 16 through April 15th for property owners to pay their 2021 Stormwater Fee at the face amount, with a 10% penalty applied to payments made thereafter. Mr. Fowler stated the 30 days par is not stated in our rates, rules, and regulations. Mr. Stinnett asked to make this in the form of a resolution, that would be the easiest way to do that. If the board elects to change the interest rate in 11a, we would need a resolution for that as well. It would be 2021-6, 2021-7. Ms. Zimmerman made a motion to approve Resolution 2021-6, which approves property owners to pay from March 16 through April 15 at the face amount. Seconded by Mr. Steinmeier. Motion passed.

4. NEW BUSINESS:

a. Appeals

- i. Timothy J. Nester, 7178 Sterling Rd, A-58

Initiated by Light-Heigel; reduces IA from 10,850 sf to 8,828 sf due to faulty transfer of permit data. 2020 Fee overcharge to be credited against 2021 Fee. Ms. Zimmerman made a motion to approve the reduction in IA from 10,850 to 8,828 sq. ft. Seconded by Mr. Shradley. Motion passed.

- b. Treatment of property owners who did not receive 2020 Stormwater bill, we have two instances:
 - i. Addressed to previous owner at correct address
 - 1 Waive 10% penalty amount
 - 2 Permit application of Covid Credit to 2021 fee

We have two specific cases of this, last names Wenger and Peters. Bills were sent to the correct address but addressed to the previous owner. Keystone sent a delinquent notice on December 2nd, it was not postmarked until December 31st, the date it was due. They paid their bill with the penalty after receiving the Act 20 letter. Mr. Steinmeier stated he doesn't have a problem with them getting the Covid credit. Ms. Zimmerman asked about residents who never received a bill. Will they be charged a delinquent fee? Mr. Fowler stated a lot of homes were under the 800 sq. ft so they didn't receive a bill but will receive a bill for 2021. Mr. Fowler believes if they didn't get a bill at the fault of us (incorrect address, incorrect GIS data from county) they shouldn't have to pay a penalty. We are now going to be tracking real estate transfers and getting that information to Light Heigel periodically throughout the year. Mr. Steinmeier made a motion to waive the 10% penalty and give them the Covid credit for those 2 parcels. Seconded by Mr. Shradley. Motion passed.

Mr. Fowler asked the board what we want to do about parcels that claim they never received the bill even though we have the correct name and billing address? Do we want to provide any relief to them? We have no documentation on post office issues, and they would have received their delinquent letter, stormwater postcard and Act 20 letter and we still haven't heard from them. Mr. Fowler stated that we can deal with this on a case by case basis. We are past the point of being able to make changes on the 2021 bills. All agreed.

c. Website – new website for Authority or wait for Township to update theirs?

Mr. Fowler asked if we should still have a tab on the Township site or go off on our own? We would like a lot more resources for our residents to view. This is what the Sewer Authority does. Mr. Fowler asked Mr. Gossert his thoughts on the Township website and being updated. Mr. Gossert stated he hasn't looked into it yet but had discussions with Alexis regarding the site. He doesn't want to put that solely on Alexis to develop. He thinks it would be best to redo the Township's website to include both the Sewer and Stormwater Authorities on it. They agreed to talk to a couple website providers and get some estimates on cost and what all it involves. Mr. Steinmeier believes everything on one website is easiest for the residents and likes the idea of an update.

5. ANY OTHER BUSINESS TO COME BEFORE THE BOARD:

Mr. Fowler suggested increasing the interest penalty on delinquent fees from ½% per month to 1% per month 12% per year, consistent with the Sewer Authority. This may give residents encouragement to pay their fees. When the Act 20 letters went out from Keystone, those did not have any interest on it. After March 1st, if you don't pay your 2020 bill then you are subject to interest being added to your outstanding amount. Mr. Steinmeier asked if this would be on top of the 10% penalty and could total 22%. Mr. Fowler confirmed and stated right now it's 6%, which hasn't discouraged delinquency because we had a 23% delinquent rate. Mr. Steinmeier doesn't know how he feels about it at this time. Mr. Gossert reminded that if people aren't paying, it is causing other rate payers to pay more. The interest fee is a deterrent to pay your bill. Ms. Zimmerman advised the Sewer Authority will put a lien on your house if you get too far behind and haven't made an effort. Mr. Fowler stated the large balance ones we will take to sheriff's sale. Mr. Fowler thinks having Keystone Collections participate at one of our monthly meetings and walk us through the process with delinquencies, liens, etc. may be a nice idea, he

will reach out to Keystone to see if they are willing. The board agreed to table the decision on interest so they can research other Authorities and how they approach delinquencies.

6. PUBLIC COMMENT:

Diane Allen – 7400 Fishing Creek Valley Road

Confirmed her mail has been running very far behind. For the website, she prefers the information to be on one site instead of being linked to a different website, more user friendly. Ms. Allen asked about the March informational meeting and if they knew what content would be on the meeting. Mr. Fowler responded that there will be an agenda and we will put together topics we would like DEP to discuss. He would like DEP to tell us specifically what their role is and what they require from us and a Q&A. Ms. Allen also asked when she could expect the \$25 application refund fee. Mr. Fowler confirmed if you applied for a credit that is now automatic (low impact) you should be refunded however if you applied for multiple credits that fee will not be refunded.

Richard Enck – 7112 Hillside Road

Wanted to make sure the board and Mr. Gossert were aware of a project where metal pipes are being replaced near Walnut Street / Houck Manor and there is supposed to be paving this year, it makes sense to replace the pipes first before paving. Mr. Fowler responded that we do have a line item in our budget for repairs where some of our money is unallocated. We will get in touch with HRG and agreed it makes sense to get the project done before paving. Mr. Enck also stated he believes attendance should be mandatory. All board members should be present whether you like Zoom or not.

Mike Kreiser – 483 Hershey Road

Spoke as a member of the Sewer Authority, since 2014, they have not raised the penalty or delinquency fee in that time. He was not positive, but he thinks they are at 1%. For their payment plans, they want it paid within the year otherwise the fee just drags on.

7. BOARD MEMBER COMMENTS:

- a. Gloria Zimmerman – Believes the board has been very generous to the residents. At some point we must stop giving and accept this is what we must pay, she doesn't like it either, but we must do it. We don't have a lot of money and there are projects that we must do, or we get fined.
- b. Max Shradley - None
- c. Don Steinmeier – Discussed the lawsuit with the Chesapeake Bay Foundation and other states including PA.
- d. Robert Fowler – GIS website calculations should be up by the end of the week of February 15th.

8. ADJOURNMENT

Ms. Zimmerman made a motion to adjourn, seconded by Mr. Steinmeier. Motion passed. Meeting ended at 8:05 pm.